

LABOR RELATIONS SPECIALIST

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: January 9,10 and 11, 2007

Collective Bargaining Identification: E98

Job Analysis Conducted By: Fernando Chavez, Staff Services Analyst
Susan Trevino, Staff Services Manager

Number of Incumbents: There are 8 incumbents in this classification
per Department of Corrections Filled/Vacant
Position Report dated November 21, 2006.

Names of the Subject Matter Expert(s) and their background:

Margie McCune Labor Relations Manager I, Labor Relations Branch, Human
Resources Division, Department of Corrections

Randy Fisher Labor Relations Manager I, Labor Relations Branch, Human
Resources Division, Department of Corrections

The above subject matter experts remained the same during the entire job analysis process.

LABOR RELATIONS SPECIALIST INFORMATION GATHERING

The initial list of task and knowledge, skills and abilities statements were identified after conducting a literature review which consisted of:

- ☺ Personnel Examining Section History File
- ☺ Personnel Operations History File
- ☺ Personnel Operations Analyst's File
- ☺ Duty Statement from the Labor Relations Office. Only Headquarters uses the Labor Relations Specialist classification.
- ☺ State Personnel Board job specification
- ☺ Other state government websites: Arizona (WRIPAC member), Alaska, Ohio, Washington and USA Jobs.
- ☺ Other government Job Opportunity sites: UC Davis

This classification is used by the Human Resources Division, Labor Relations Office. However, per information from the Personnel Operations Analyst, the Labor Relations Office is in the process of submitted a Training and Development package for the Associate Governmental Program Analyst to a Labor Relations Specialist. The State Personnel Board specification for the Labor Relations Specialist states in the Definition of Series, paragraph 2 the following: "Labor Relations Series work is clearly distinguishable from general personnel management work. Positions performing general personnel management duties a majority of the time or labor relations work on a less than full-time basis during periods of collective bargaining are appropriately allocated to general personnel management classifications (AGPA)." In the past when those in the AGPA classification applied to take the Labor Relations Specialist examination, they were denied due to the Labor Relations Specialist specification, Definition Series, paragraph 2.